

# TAC Complaints Handling Information Sheet

## *Appealing a Council Decision*

---

The Training Accreditation Council (the Council) is responsible under the *Vocational Education and Training Act 1996*, for making decisions regarding the registration of Registered Training Organisations (RTO) and accreditation of courses.

This includes:

- variations to a RTOs scope of registration;
- application of sanctions, suspension or cancellation of a RTOs registration; and
- approval, suspension or cancellation of course accreditation.

If you are dissatisfied with a Council decision and believe the Council has erred in its application of, or failed to apply criteria or procedures as outlined in the Council's established policies and procedures you may choose to lodge an appeal to the State Training Board.

The State Training Board is a statutory body established in accordance with the *Vocational Education and Training Act, 1996*. The State Training Board is the peak industry training advisory board to the Minister for Training and Workforce Development in Western Australia.

Appeals must be lodged **in writing** to the State Training Board within **21 calendar days** from the date you were first notified of the decision. For example, if you were provided a copy of the decision from the Council via email, you are deemed to have been notified on the date of the email.

As the State Training Board cannot accept an appeal after 21 calendar days have expired, it is your responsibility to ensure that your appeal is lodged in the time allowed under the *VET Act*. If no appeal is lodged during the 21 day period the decision of the Council will take effect.

The State Training Board can only investigate the process the Council used to make the decision being appealed against, and cannot undertake a merit based review of a Council decision.

Generally, appeals to the State Training Board should only be considered when you have exhausted all Council resolution processes.

More information on appeals to the State Training Board can be found at [www.stb.wa.gov.au](http://www.stb.wa.gov.au)